



City of Tempe

RECORDS SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	208	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$27.410577
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$37.003846
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Records Supervisor
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

DISTINGUISHING CHARACTERISTICS

A Records Supervisor is required to use independent judgment to resolve general problems recurring from day-to-day and to make initial decisions on operating problems. This class can be distinguished from the Records Specialist by the more administrative nature of the work performed and additional responsibility in the areas of supervisory and decision-making capacity.

REPORTING RELATIONSHIPS

Receives general supervision from the Records Administrator or from other supervisory or management staff.

Exercises direct supervision over lower level staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of full-time police records work experience in a police department or law enforcement agency or any equivalent combination of experience and training which provides the knowledge and abilities to perform the work.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by courses or training in general office practices or degree related to the core functions of this position.
<i>License / Certification:</i>	Terminal Operator Certification awarded by Arizona Criminal Justice Information System Division.
<i>Additional:</i>	Must pass a polygraph and background examination.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of more complex duties in support of the assigned task; supervision of professional staff; responsible for the Police Records Section functions of receiving, filing, retrieving, and distributing manual and electronic police records on a 24/7 basis. This position assists with implementation of policies and procedures regarding day-to-day operations; oversight of professional staff training, and procedures for police records specialists.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Supervise, motivate, evaluate and train staff in police records activities and lobby functions; assign shift schedules for assigned staff; complete and assess daily productivity reports. This could include a twenty-four hour, seven days per week shift operation.
- Participate in the selection of staff; provide or coordinate professional staff training; assist in the development and maintenance of training manuals.
- Work with employees to develop and correct deficiencies; recommend and implement discipline procedures.
- Monitor and evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist public, departmental personnel and representatives from other agencies in obtaining police related information; resolve problems and complaints.
- Review and process reports, arrests, documents and requests received from various department bureaus and sections; monitor all requests for public records; oversee the process for public records requests to ensure efficiency and completeness.
- Oversee the data transcription queue and master name and vehicle index.
- Operate computers; file and retrieve folder files; operate microfilm equipment; ensure proper care, operation and maintenance of equipment assigned to the unit.
- Accept and process subpoenas for Police Department personnel.
- Accept monies from public for public records requests, bonds or police related fees; audit and balance cash drawer daily and maintain the cash drawer monies.
- Review and disseminate teletypes and prepare ACJIS validation records; assist with coordinating and maintaining the Terminal Operator Certification (TOC) Program
- Complete mandated reporting guidelines such as Uniform Crime Reporting (UCR).
- Assist with administration of electronic access and video surveillance systems to all PD locations.
- Assist Records Administrator with the coordination and oversight of Police records.
- Provide pro-active performance planning utilizing performance management tools.

- Perform the work of a Records Specialist as necessary or related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines;
- May be required to work overtime.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Revised November 1992

Title change January 2002

Revised March 2006 (change job title and duties)

Revised March 2008 (supvr report)

Revised July 2019 (Update job title, reporting relationships, MQ's and the job duties)